



**Michigan Supreme Court
State Court Administrative Office**

Michigan Hall of Justice
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John D. Ferry, Jr., State Court Administrator

MEMORDADUM

DATE: April 30, 2004

TO: **All Friends of the Court and Chief Circuit Court Judges**
cc: Family Division Administrators
Circuit Court Administrators

FROM: John D. Ferry, Jr.

RE: Friend of the Court Annual Statutory Reviews **Due August 1, 2004**

MCL 552.524 requires chief circuit court judges annually to review the performance of each friend of the court. Public notice of the annual review is required. The Friend of the Court Bureau Policies and Procedures Memo 1984-2 recommends that notice be published annually 60 and 30 days before July 1, in the newspaper with the widest local circulation using form FOC 18, *Publication and Notice of Friend of the Court Annual Statutory Review*. Form FOC 18 is available at: <http://courts.michigan.gov/scao/courtforms/domesticrelations/focgeneral/foc18.pdf>.

Form FOC 17, *Friend of the Court Annual Statutory Review* (rev. 6/97) should be used to conduct the review. Form FOC 17 is available at:

<http://courts.michigan.gov/scao/courtforms/domesticrelations/focgeneral/foc17.pdf>

Please summarize any public comments, or any citizen advisory committee reports or recommendations. The friend of the court director is allowed an opportunity to respond, and a copy of the director's written response should be sent with the review to the Bureau. A copy of the review (including any responses and a summary of public comments) must be submitted to Darla Brandon, State Court Administrative Office, Friend of the Court Bureau, by August 1, 2004.

Memo 1984-2 also states that reviews need not be conducted if the friend of the court director has not served for at least one full year. If no review is conducted, the chief circuit judge should send Form FOC 17 to the bureau indicating why it was not conducted.

Please direct any questions regarding the Friend of the Court Annual Statutory Review to Timothy Cole at (517) 373-9663, or colet@courts.mi.gov.

